

SECTION 01305

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SBMITTAL DEADLINES

All material submittals for the entire project are due within 30 calendar days of the notice to proceed for the first delivery order, except for field test reports which are due within 24 hours after completion of the test.

1.2 SUBMITTAL CLASSIFICATIONS

Submittals are classified as follows:

1.2.1 Government Approved (GA)

Government approval is required for extension of design, critical material, deviation, equipment whose compatibility with the entire system must be check, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings"

1.2.2 For Information Only (FIO)

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.3 APPROVED SUBMITTALS

The approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are satisfactory. Approval will not relieve the Contractor of the responsibility for any error, which may exist, as the Contractor is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanys by an explanation of why a substitution is necessary.

1.4 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the AF Form 3000 comments and furnish a corrected submittal in the form and number of copies specified for the initial submittal within ten calendar days of the disapproval. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a written notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

1.5 FAILURE TO SUBMIT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECTION

3.1 General

The Contractor shall make submittals as required by the individual specifications and Specifications Section 01310. Units of weights and measure used on all submittals shall be the same used in the contract drawings and bid

schedules. Submittals shall be made in the respective number of copies and to the respective address set forth below. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractors' Quality Control (CQC) supervisor and each item shall be stamped, signed, and dated by the CQC supervisor indicating actions taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulation.

### 3.2 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of 30 calendar dates exclusive of mailing time) shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in late submittals.

### 3.3 TRANSMITTAL FORM (AF Form 3000)

The AF Form 3000 shall be used for submitting both GA and FIO submittals in accordance with the instructions issued at the preconstruction conference. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all heading blank spaces and identifying each item submitted. Special care will be exercised to ensure proper listing of the specification paragraph and/or sheer number of the contract drawings pertinent to the data submitted for each item.

### 3.4 SUBMITTAL PROCEDURE

#### 3.4.1 Procedures

Four copies of the AF Form 3000 and submittals shall be submitted to the contracting officer.

#### 3.4.2 Deviations

For submittals, which include proposed deviation requests by the Contractor, the Contractor shall set forth in writing the reason for any deviations and annotate such deviation on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

### 3.5 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made before the use of that specific material or method is employed in construction.

### 3.6 GOVERNMENT APPROVED SUBMITTALS

Upon the completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. Three copies of the submittals will be retained by the Contracting Officer and one copy of the submittals will be returned to the Contractor.

### 3.7 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item

found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

### 3.8 STAMPS

Stamps used by the Contractor on the submittal meets contract requirements shall be similar to the following. This stamp shall be completed by the Contractor's Quality Supervisor.

CONTRACTOR (Firm Name)
_____ Approved
_____ Approved with corrections as noted on submittal data and/or attached sheet(s)
SIGNATURE: (Base approving official) _____
Title: _____
DATE: _____

### 4.0 GENERAL

The submittal register shows all submittals, which are required under this contract. Each submittal is identified in the register by name. Included is a reference to the specification section and paragraph where the requirements of the submittal are stated. Each submittal is marked as either "GA" (For Government Approval) or "FIO" (For Information Only).

#### 4.1 Date of Submittal and Date of Approval

The "Date of Submittal" and "Date of Approval" columns shall be used to track submittals through the life of this contract. Date boxes for items requiring frequent submittal are blacked out.

Item	GA or FIO	Type*
Submersible Pump	GA	1,19
Drainage pipe (interior)	GA	1
Drainage pipe (exterior)	GA	1
High water alarm	GA	1,19
Alternate power source	GA	1,19
Drainage basin	GA	1,19
Backfill material	GA	1,14
Loam	FIO	1,14
Seed	FIO	1,14
Bituminous Concrete	FIO	1,14

INSTALLATION OF BASEMENT  
DRAINAGE STSTEMS

MXRD 01-0012A  
9 AUGUST 2001

Concrete (basement floor repair)	FIO	1,14
Concrete (sidewalks)	FIO	1,14
¾" crushed gravel	GA	9
Subbase	GA	9
Graded crushed aggregate	GA	9
Design analysis and calculations (for each type of building)	GA	1
Field testing control	FIO	8,9
Satisfactory materials	GA	9
Field density tests	GA	9

\*Submittal Types:

- 1 – Data
- 4 - Drawings
- 6 – Instructions
- 7 – Schedule
- 8 – Statements
- 9 – Reports
- 13 – Certificates
- 14 – Samples
- 18 – Records
- 19 – O/M Manuals

\*\* END OF SECTION \*\*